

ACCOUNTANT

POSITION SUMMARY: This is a professional position responsible for performing a variety of general and complex accounting work related to the operations of the Finance Department. Areas of responsibility may include audit, accounts payable, accounts receivable, budget, payroll, grants, general ledger, financial statements, and cash reporting. Work involves the use of reasoned judgment and specialized knowledge of accepted accounting processes and practices. This position is responsible for providing staff support and for acting as a mentor, role model, and trainer for accounting staff and may assist in the supervision of Finance Department processes and projects.

SUPERVISION RECEIVED: Work is performed under the direct supervision of the finance director or designee.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Works cooperatively with the finance director, departmental staff, boards and commissions, and others to establish priorities, develop plans and goals, coordinate activities, and implement projects. May serve as lead person on projects and committees and may serve as a liaison to committees, boards, and commissions. Attends meetings as necessary.
2. Completes general and complex accounting work in areas such as audit, accounts payable, accounts receivable, bonds, debt management, budget, general ledger, grants, payroll, and tax. Reviews records to ensure proper recording of transactions and compliance with the operating budget, applicable rules, regulations, and laws.
3. Gathers information, conducts research, analyzes data, identifies trends, and prepares a variety of complex city, state, and federal reports and statements, including the City budget and comprehensive annual financial report.
4. Monitors and ensures financial processes, procedures, and policies are followed by all departments. Identifies, recommends and implements efficiencies and improvements.
5. Researches, recommends, implements, and trains staff on new software programs and upgrades to existing programs and technologies. Completes cost-benefit analyses as appropriate.
6. Completes special projects and makes presentations. Develops bids and requests for proposals and contracts; works with finance, human resources, and other city staff and departments to oversee service providers as necessary, including auditors, third party administrators, and consultants.
7. Serves as a mentor to staff and acts in a supervisory role related to technical aspects of their positions. Trains employees in the Finance Department as well as other City departments.
8. Receives, investigates, and addresses inquiries and complaints made by citizens, businesses, or other personnel. Follows up on corrective actions and ensures that replies are provided.

9. Maintains confidential records and processes and transmits information that requires a high degree of discretion and judgment.
10. Keeps abreast of new developments in the field and current issues through regulatory reports, continued education, and professional growth. Ensures changes, including payroll and taxes, are made to comply with necessary state and federal regulations.
11. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in accounting, finance, or a related field and professional work experience in the accounting field.
- B. Considerable knowledge of generally accepted accounting practices and ability to develop procedures and financial controls.
- C. Demonstrates ability to think strategically, learn about diverse City operations and processes, and perform budget analysis and business analysis work.
- D. Able to gather and analyze data and prepare and maintain accurate and timely reports, charts, statistical analyses, memoranda, letters, and responses to requests for information. Able to communicate and present information effectively both in a verbal and written manner to varied audiences.
- E. Possesses excellent organizational skills and an ability to problem solve. Detail oriented with skill in organizing schedules and coordinating associated resources.
- F. Has established effective and cooperative working relationships and is able to use tact, good judgment, and resourcefulness when working with staff, vendors, other governmental agencies, and the public.
- G. Able to read and interpret contracts, including employment contracts, and to implement changes and procedures as necessary.
- H. Demonstrates proficiency in the use of modern office equipment and information technology including software applications related to areas of responsibility, and is able to quickly learn other technology as required. Extensive knowledge of Microsoft Office programs.
- I. Works effectively within deadlines, under stress, and with changing work priorities.
- J. Works well with a team; possesses self-supervising attributes and a positive, congenial attitude. Demonstrates ability to exercise independent judgment.
- K. Able to train, mentor, and supervise employees and review work for accuracy.
- L. Able to travel to various locations both in and out of state to receive additional training as deemed necessary.

M. Possesses a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet.

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